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ODP-81-7096
21 July 1981

MEMORANDUM TO: Administrative Officer
O/Director Central Intelligence

STAT   FROM:

Chief, D Division, Applications
Office of Data Processing

SUBJECT: DCI Word Processing Equipment Acquisition

REFERENCE: A.   Memo to D/ODP from AO/DCI,
Subject: Same as above, dtd. 2 July 1981

B.   DCI Word Processing Survey, dtd. 2 July 1981

1.   This memorandum confirms that the Office of Data Processing has completed all necessary action required for the expedient acquisition and installation of the Lexitron VT1303T word processors as requested in the above references.

2.   The requested units were delivered on Friday, 10 July 1981, and installed on 13-14 July 1981 in the DCI's Headquarters and EOB offices. It is expected that the proposed communications facilities will be installed and operational by the end of August 1981. Additionally, training has been coordinated with the DCI's Office and will be held at Lexitron's Washington Location with follow-up Agency on-site support.

3.   If we can be of further assistance regarding this
STAT   transaction, please call either myself on extension

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ODP # 81-858

02 JUL 1981

MEMORANDUM FOR: Director, Office of Data Processing
Director, Office of Communications
Director, Office of Logistics

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FROM:

Administrative Officer
O/Director Central Intelligence

SUBJECT: DCI Word Processing Equipment Acquisition

REFERENCE: DCI Word Processing Survey

1. Attached is a procurement request for the rental of two (2) Lexitron model VT1303T word processing units to be installed in the DCI's Headquarters and EOB offices as recommended in the referenced Word Processing Survey conducted by Applications, Office of Data Processing (ODP). The request for an additional unit for the Headquarters office will be forwarded at a later time.

2. The word processing study conducted by ODP focused on the functional requirements and made recommendations to improve the existing word processing capabilities. The study has identified the need for the installation of "state-of-the-art" video display units with a "point-to-point" electrical interface between the units for the purpose of transferring documents. This interface will expedite document preparation and dissemination activities.

3. We request that appropriate action be taken to ensure the expedient acquisition and installation of the requested equipment.

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4. Please refer any questions regarding this request to either myself or to [ ] of this office on extension

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Word Processing Survey
for
Director of Central Intelligence
by

Applications, Office of Data Processing

02 July 1981

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1.0 INTRODUCTION

The Office of Data Processing has conducted a word processing survey of the DCI's Headquarters and EOB offices as requested by the DCI/Administrative Staff on 22 June 1981.

The findings of the survey show that three (3) video display word processors are required to meet the minimum functional requirements. The survey also recommends the acquisition of Lexitron model VT1303T word processors based on the system's capability to satisfy the stated user requirements and the availability of the system in a full NACSEM 5100 TEMPEST approved configuration.

1.1 CURRENT SYSTEM

The DCI's Headquarters office is staffed by three (3) secretaries each using self-correcting Selectric typewriters, and the EOB office is staffed by two (2) secretaries each using self-correcting typewriters and sharing one (1) Vydec model 1146 word processor. The typing workload is performed by both offices with information being transmitted via a facsimile device and courier service.

The typing workload consists of memoranda, correspondence, special reports, speeches, and briefings which range from 1 to 15 pages in length. Due to the nature of the function of the DCI, most of the typing workload is performed on a priority basis and must be of the highest possible quality. Documents are routinely revised several times (including last minute changes) prior to dissemination. It is office policy that each recipient receives an original copy of memoranda and correspondence documents thus requiring up to 18 original copies to be produced.

1.2 PROBLEMS

The major problems encountered are associated with the document creation, revision, printing, and coordination between the two offices. Documents created in Headquarters are normally retyped completely for the original and each revision cycle. The absence of word processing equipment prohibits the capturing of the original keystrokes and causes unnecessary retyping of documents. Documents processed EOB using the Vydec model 1146 can capture the original keystrokes, however, subsequent revisions are cumbersome to perform. Usually, complete document reformatting on a page-by-page basis for the entire document is required when using the Vydec model 1146 unit. In

addition, the printed information is not interchangeable
with the Headquarters office and must be either retyped
completely or returned for subsequent revisions. Both
actions cause time delays and coordination problems.

Also, service and equipment repair problems are being
experienced occasionally on the Vydec model 1146 which is
now an older system for which parts are not as readily
available.

2.0 MINIMUM USER REQUIREMENTS

The DCI's Headquarters and EOB office system
configuration, editing, software features, printing, and
interface minimum requirements are defined as follows:

2.1 SYSTEM CONFIGURATION

- Units required for Headquarters - 2 workstations
                                     1 printer

                           EOB   - 1 workstation
                                        1 printer

- Each system must meet the full NACSEM 5100 TEMPEST
  requirements in the operating configuration

2.2 TEXT EDITING

- Adjustable Margins
- Automatic Centering
- Automatic Formatting *
- Automatic Hyphenation *
- Automatic Pagination
- Automatic Underlining
- Automatic Widow/Orphan Control
- Automatic Word Wraparound
- Block Text Copy
- Character Insert/Delete
- Document Oriented (for multiple page documents)
- Global Search with/without Replace
- Horizontal Scrolling from 1 to 96 characters per line
- Line Insert/Delete/Move
- Multiple Headers and Trailers
- Paragraph Insert/Delete/Move
- Phrase Dictionary
- Recorded Tabsettings (left/right flush)
- Skip to Given Page and/or Text
- Vertical Scrolling through Complete Multiple Page
    Documents
- Word Insert/Delete

* - Highly desirable features

2.3 SOFTWARE OPTIONS

- Perform Background Print Functions
- Perform Forms Fill-In and Print Functions
- Display Index/Glossary of Stored Documents
- Merge "boiler-plate" Data with Stored and/or keyboarded data
- Merge Keyboarded Data with Stored Data
- Perform Records Management Functions
- Provide User Driven Prompts for System Operation
- Merge Symbolic Variable Data with Stored Text

2.4 PRINTING REQUIREMENTS

- Capable of Simultaneously Displaying Text on the Terminal and Printing on Paper
- Produce Local High (Daisey Wheel) Quality Print
- Capable of Printing an Original plus 5 Carbon Copies
- Capable of Printing Gothic, Delegate, and Elite Character Sets in both 10 and 12 Pitch Fonts
- Capable of Producing Proportional Spaced Output
- Capable of Queuing a Minimum of 8 Documents for Printing
- Capable of Printing Multiple Original Copies per Single Operation

2.5 INTERFACE REQUIREMENTS

- Electrical "Point-to-Point" Communications Between Headquarters and EOB Units
- Magnetic Diskette Compatibility Between Headquarters and EOB Units

3.0 JUSTIFICATION

The justification for the video display word processing equipment is based on the DCI's missions and duties. The normal cost benefit analysis, as defined in the FPMR's and GSA regulations governing the acquisition of word processing equipment, has been waived for this transaction. Instead, the word processing equipment is solely based on mission which is also covered by the FPMR's and GSA regulations. However, we believe that two workstations could be justified in the Headquarters and an additional workstation in the EOB offices should such an exercise be undertaken.

4.0 RECOMMENDATIONS

Based on the findings of this study, we recommend the acquisition and installation of the Lexitron model VT1303T word processing systems. Of the current Agency approved (CPT 8000T, Lanier LTE-3, Lexitron VT1303T, NBI 3000, Vydec 1200-15/1400-15, and Wang WP20) word processors considered, only the Lexitron VT1303T and Wang WP20 an acceptable number of the stated minimum requirements in their full NACSEM 5100 TEMPEST configurations. The Lexitron VT1303T has been selected over the Wang WP20 based on its ability to meet the "typethru" requirement which will alleviate the need for retaining a Selectric typewriter for special typing activities. Since space is a major consideration of the Headquarters office, "typethru" is a pivotal requirement for selecting the Lexitron VT1303T over the Wang WP20.

We recommend that these units be connected electrically via "point-to-point" communications facilities in order to expedite the transfer of documents among the two offices. We propose that these units be leased rather than purchased in order to determine what, if any, impact the results of the planned word processing request for proposal (RFP) for establishing an Agency standard word processor may have on this transaction.

We further recommend that the overall workload of the Headquarters office be monitored to determine the anticipated need for the second workstation. Should this prove to be the case, the second workstation should be pursued. Also, the Vydec model 1146 currently in use in EOB should be retained for a period of 1 to 3 months after the installation of the proposed Lexitron VT1303T to allow for a phased approach into the new system.

Since the Agency has not had previous experience with the Lexitron VT1310T, we would recommend careful monitoring to determine system reliability and Lexitron's response to service calls. Should the Lexitron VT1303T system availability become unacceptable to the DCI, we will consider (1) replacement with another unit, or (2) installation of backup units.